



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA  
UNIT 35114  
APO AP 96376-5114

IMJN-OPW-H

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Okinawa Unaccompanied Housing (UH) Standing Operating Procedures (SOP)

**1. REFERENCES.**

- a. Army Regulation (AR) 190-13, The Army Physical Security Program, 25 September 2011.
- b. Army Barracks Management Program (ABMP) Handbook, 9 January 2018.
- c. Headquarters, Department of Army Execute Order 068-18 Army Barracks Management Program, 17 January 2018.
- d. AR 420-1, Army Facilities Management, 12 February 2008/ Rapid Action Revision (RAR), 24 August 2012.
- e. USAG Japan 190-13, Installation Access and Control Procedures, 16 May 2013.
- f. AR 735-5, Property Accountability Policies, 9 November 2016.

**2. COMMANDER'S INTENT.** To provide single and geographically separated Soldiers the highest living standards within UH facilities using available resources. All tenant unit leaders are expected to use this guide to ensure adherence to policies and processes.

**3. IMPLEMENTATION.** This document constitutes the UH SOP for all Soldiers residing in Army managed barracks in Okinawa and supersedes all previous UH SOPs. Changes, exceptions or supplementation require the approval of the Commander, USAG Okinawa. Requests will be submitted in writing through the Housing Management Branch, Directorate of Public Works (DPW).

**4. PURPOSE.** To outline procedures that ensures the security, safety, health, and welfare of all personnel residing in the USAG Okinawa UH facilities.

**5. APPLICABILITY.** For the purpose of this policy, the term "UH" or "barracks" includes: Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters.

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6. **GENERAL.** All residents in UH facilities are responsible for the maintenance and upkeep of their living and common areas to ensure cleanliness, safety, and an orderly appearance. All residents will exercise self-discipline and decorum that supports good order and discipline.

7. **ABMP.** ABMP is an adaptive Unit-Garrison partnership to optimize available resources, target investments of the barracks modernization program, and ensure the Army maintains its commitment to improve the Quality of Life of the unaccompanied and single Soldier.

8. **DUTIES AND RESPONSIBILITIES.**

a. GARRISON COMMANDER, USAG Okinawa:

(1) Has overall responsibility for UH facilities.

(2) Is responsible for maximizing utilization of barracks.

b. GARRISON COMMAND SERGEANT MAJOR: Chairs ABMP Stakeholder Meetings.

c. UNIT COMMANDERS/FIRST SERGEANTS (1SGs):

(1) Are responsible for maintaining good order and discipline within the facilities occupied by their Soldiers.

(2) Sign for the facilities and keys in accordance with the ABMP. Update memo or hand receipt annually for facility/furnishings when changes to personnel occur. Conduct 100% inventory in conjunction with a change of command, and every subsequent October. Report results to the Housing Division.

(3) Maintain appointment letters for both primary and alternate barracks managers IAW the ABMP.

(4) Conduct routine inspections. Announced inspections, as well as spot checks are authorized.

(5) Establish physical security plan.

(6) Coordinate assignments outside of unit footprint.

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(7) Maintain an accurate roster of personnel in UH.

d. IMMEDIATE SUPERVISORS: Directly responsible for the health, welfare, security, and safety of their Soldier's in the barracks to ensure safety, cleanliness, and compliance with this SOP.

e. BARRACKS MANAGERS:

(1) Responsible for the administrative day-to-day management of UH facilities using Enterprise Military Housing (eMH).

(2) Conduct assignment and terminations inspections. Update information daily in eMH including assignments, terminations, marital status, and room changes.

(a) Issue and maintain room furnishing hand receipt.

(b) Prepare, review, and provide monthly utilization reports using eMH.

(c) Responsible for opening door for Soldier when Soldier has lost key.

(d) Calls in and follow up on all work or service orders.

(e) Conduct annual furnishings inventory to include common areas. Reconcile using eMH.

(f) Conduct a key inventory every six months of all UH keys. Inventory should be completed in April and October.

(g) Perform inspections for Installation Status Report-Infrastructure.

(h) Attend all UH meetings (ABMP Stakeholder, and barracks managers).

f. RESIDENTS:

(1) Care for and maintain the individual and common areas (i.e., individual room, laundry room, hallway, stairwells, dayroom, latrines, utility room, and entrance areas).

(2) Advise Barracks Manager of any changes in rank, Date Eligible for Return from Overseas (DEROS), marital status, phone number, hand receipt for furnishings, or room condition.

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(3) Responsible for cleaning of vents, exhaust hood filters, and changing light bulbs and fluorescent lamps, and, unclog minor drain stoppage.

g. HOUSING MANAGEMENT DIVISION:

(1) Oversight and management of ABMP facilities.

(2) Assignment and termination for BOQ.

**9. ASSIGNMENT TO UH UNITS.**

a. Eligible Soldiers will report to their barracks manager for UH assignment. Assignments and priorities are in accordance with reference D.

**b. UH assignment is mandatory for all unaccompanied personnel when occupancy is below 95%.**

**10. TERMINATION of UH UNITS.**

a. Termination of Soldiers are in accordance with reference D.

b. Any missing or damaged government furnishing and/or assigned quarters will be identified, and a statement of charges will be assessed prior to the final inspection.

**11. UNIT INTEGRITY.**

a. Unit integrity is important to ensure good order, discipline, and health and welfare of the Soldier.

b. If a room is not available the 1SG will coordinate with another 1SG to have a room available for the inbound soldier. **TLA is not authorized if barracks space is available in any ABMP barracks.**

**12. FURNISHINGS.**

a. The Company Commander or a designated unit representative is the primary hand receipt holder for all furnishings in his or her assigned barracks, including individual rooms and common areas. Commanders will ensure Soldiers are held accountable for the furnishing in their rooms through the issuance of individual sub hand receipts generated in eMH.

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b. The company commander will conduct a 100% inventory of all furnishings upon assuming command.

c. Exchange of furniture during occupancy is not normally authorized. Government furniture located in the common area will not be exchanged, removed, or relocated.

d. Soldiers may use their privately owned furniture; however, this will not be a reason for reassignment to larger or single occupancy quarters. Personal items must be accommodated with the existing issue of government provided furniture.

### 13. **INSPECTIONS.**

a. Commanders, 1SGs, and immediate supervisors are highly encouraged to consistently conduct random checks of their Soldiers' rooms and living areas to ensure health, cleanliness, functionality, neatness and security. This includes all day rooms and other common areas. Visibility of unit leaders within Soldiers' quarters will enhance morale, foster teamwork, and improve living conditions along with the well-being of all barracks residents.

b. In planning a health and welfare inspection, the commander should prepare a written memorandum that identifies when the inspection is scheduled, purpose for conducting the inspection, criteria used for selecting individuals whose rooms will be inspected, scope of inspection, and procedures to be followed.

c. Unannounced health, welfare, safety, and security inspections may be conducted by military unit leadership.

d. Whenever possible, at least 24-hour notice will be given prior to maintenance or repair personnel entering the room.

e. All entries without the Soldier present requires that a "Notice of Entry" form be left in plain sight notifying the Soldier of the reason for entry and by whom, date and time of entry, reason for entry, name, duty location, and contact information.

f. Access to a barracks rooms does not require prior coordination, Soldier's notification or two party entries. Although every effort is made to respect a Soldier's desire for privacy, unit good order and discipline is critical and necessary when managing barracks. Commanders are authorized to conduct both announced and unannounced Health and Welfare Inspections along with standard checks. Units will not conduct TA-50 or similar inspections in the barracks. Access during non-duty hours

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will be for emergency repairs and checks only. Squad Leaders, Platoon Sergeants and Platoon Leaders are not permitted to utilize master keys for routine Soldier checks. All levels of leadership can conduct checks by knocking on a Soldier's door.

#### 14. **DEMAND MAINTENANCE ORDERS (DMO's) / WORK ORDERS (WO's).**

a. Priority One: Emergency-adversely affects life, safety or health. The goal is to respond within 24 hours.

b. Priority Two: Urgent-Respond within seven working days.

c. Priority Three: Routine-Respond within 30 Days.

d. DPW performs repairs to real property only. DMO's or WO's are submitted by the barracks managers to DPW. If residing on Kadena the work orders are submitted to 718<sup>th</sup> Civil Engineer Squadron (718 CES) by the barracks manager.

e. The barracks manager can check status of DMO's/WO's by using DPW Analysis & Reporting Tool. Training is offered by the Housing Division. For Kadena barracks, the barracks manager must contact the 718th CES POC for status updates.

**f. The barracks manager is the only person authorized to call DMO's / WO's in unless it is deemed a priority one.**

#### 15. **FOOD AND APPLIANCES.**

a. Small electrical cooking appliances (crockpot and hot plates) may be used in UH facilities. However, due to aging facilities and electrical system, extreme caution and constraint must be observed so as not increase risk of fire or overloading the electrical systems. This policy may be modified or rescinded in cases of abuse or when individual buildings prove unable to handle the increased electrical load requirements.

b. Soldiers are responsible for all costs associated with damages caused by negligence. Cooking appliances must not be left unattended when in use.

c. Soldiers will not connect more than one appliance to a single extension cord and must use surge protector strips when connecting multiple devices to an outlet. Surge protector strips must be plugged directly into the wall outlet and not an extension cord. Do not plug high amperage devices like coffee pots, hot plates, or refrigerators into extension cords or surge protector strips.

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16. **LAUNDRY FACILITIES.** Washers and dryers are available for UH residents only, and not to be used for TDA.

17. **MOLD.**

a. Mold is forms of fungi that are found naturally both indoors and outdoors. Mold comes in a variety of colors, including green or black. Mold sometimes appears fuzzy, but often appears in slimy streaks.

b. Mold is prevalent in this environment due to higher temperatures and humidity. Due to the subtropical climate of Okinawa a higher incidence of mold and mildew concerns may be experienced than in other climates.

c. If mold is visible and accessible it is the occupant's responsibility to clean up the mold and eliminate sources of moisture.

d. Barracks managers should walk through empty rooms weekly to ensure mold is not an issue.

e. Tips to prevent mold: utilize mold pamphlet provide during assignment. Additional copies maybe provided at the Housing Office.

f. Soldiers may view video provided by 18<sup>th</sup> Civil Engineer Group at <https://www.dvidshub.net/video/680943/6-facts-you-should-know-about> mold.

18. **KEYS.**

a. Keys are not authorized to be reproduced commercially.

b. Key control and room access maybe available from your barracks managers.

19. **SAFETY.**

a. At no time will any explosive or incendiary device be stored in the barracks.

b. A welcome mat is the only authorized item to be placed in the hallway.

20. **FIRE SAFETY.**

a. Open flames (candles) are not authorized in the barracks. Incense is also prohibited in the barracks.

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b. No non electric devices/appliances are authorized to be used in the barracks.

c. Leaders will ensure electrical outlets/surge protectors are not overloaded during their welfare checks of the Soldiers rooms and that appliances use are in compliance with para 13a.

**21. SECURITY.**

a. Soldiers will adhere to ABMP security requirements.

b. Soldier should submit a "Notification of Temporary Absence" form to their barracks managers, or housing management. This form will be used when Soldier will be away from quarters for 7 consecutive days or more.

**22. HEATING AND COOLING.** The operation and portable heating and cooling devices are prohibited.

**23. AIR CONDITIONING.** The barracks will be an exception to the USAG Japan Energy and Water Conservation Policy in that the AC has the ability to stay on year round when needed to maintain Quality of Life for the Soldiers.

**24. SMOKING POLICY.**

a. Smoking is prohibited in all UH facilities to include common areas (i.e., the dayroom, laundry room, entranceways, corridors, stairways, and within 50 feet of buildings).

b. Smoking electronic cigarettes (e-cigarettes) or vaping is not permitted in any location where smoking traditional tobacco products is prohibited

**25. DRUGS and ALCOHOL.**

a. Military regulations and civilian law prohibits the use of possession of illegal drugs and drug related paraphernalia

b. No persons under the age of 20 may consume or possess alcoholic beverages in UH facilities.

**26. GAMBLING.** Gambling is prohibited in UH facilities.



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**27. RELOCATION BETWEEN HOUSING (PROMOTION).**

- a. If space is available, newly promoted Soldiers may elect to move to a room commensurate with their grade if inbound Soldier.
- b. If Soldier elects to relocate to a promotable room (once they obtain rank), Soldier must relocate within three working days upon room assignment. This move is not a government funded move.
- c. Soldiers are responsible to fully clean the room prior to reassignment.

**28. TEMPORARY LODGING ALLOWANCE (TLA).**

- a. TLA may be authorized up to three days based on availability of quarters, personal property shipment, holidays, extenuating circumstances beyond Soldiers' control, or as authorized by the Garrison Commander.
- b. TLA for in-bound Soldiers will not be utilized when adequate quarters are available.
- c. TLA may be authorized up to ten days for Soldiers who reside off post.

**29. EXCEPTION TO POLICY (ETP).**

- a. Soldiers may submit an ETP to the Garrison commander, endorsed by their Commander, for additional consideration due to unique or extenuating circumstances. Approval to reside off post is solely at the discretion of the Garrison Commander.
- b. Soldiers receiving Basic Allowance for Housing (BAH) with dependents are housed on a "space available" basis and minimum adequacy standards do not apply. Also, such Soldiers will not be assigned a room which results in a single Soldier having less than the minimum authorized space or in a CNA being issued to a single Soldier who would otherwise be required to reside in UH.

**30. PREGNANT SOLDIER.**

- a. Single pregnant Soldiers (as confirmed by medical authority), may submit DA Form 4187, Personnel Action, to reside off-post, at 24 weeks of pregnancy upon approval of Garrison Commander.

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b. Unit leadership is encouraged to request an ETP to reside Family Housing if available.

### 31. **WEAPONS AND AMMUNITION.**

a. Firearms/ammunition, explosives, pyrotechnics are not allowed in UH facilities.

b. Unauthorized weapons include, but are not limited to guns, BB guns, paint ball guns, nunchakus, throwing stars, bow/crossbow, arrow, spears, sword, and knife with a blade in excess of three inches, or any other similar type items designed to inflict injuries.

### 32. **QUIET HOURS.**

a. The hours of 2200-0600 during weekdays, and 2400-0800 on weekends and holidays.

b. Quiet hours are intended to provide residents a period of rest and relaxation, free from any noises or disturbances.

c. Soldiers must refrain from making or permitting any disturbing noise by their guest. Any noisy or boisterous conduct, including the loud playing of stereos, excessive bass, television, or musical instruments that would disturb the peace and quiet enjoyment or other Soldiers is prohibited.

### 33. **VISITORS.**

a. Soldiers will be responsible for the conduct and actions of their visitor(s).

b. Overnight guests are not authorized.

c. **Visitors under the age of 20 are prohibited** unless they are a family member.

d. Visitors will be accompanied at all times. Non-Status of Forces Agreement visitors must be escorted on and off the installation.

### 34. **PETS.**

a. **Absolutely no pets are authorized in UH facilities.**

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b. Feeding of stray animals by Soldiers are not allowed. Soldiers will not leave pet food or residual that will attract stray animals at any UH facilities.

**35. STORAGE.**

a. Requests to utilize the storage areas/room (if your barracks has one) must be coordinated through the barracks manager. All items stored must be legibly marked with the Soldier's name (first and last), rank, DEROS, and room number.

b. Storage space is not guaranteed and is on a "first come first serve" basis. Storage rooms are primarily for storing boxes, and empty luggage.

**36. INSURANCE.** Soldiers are strongly recommended to purchase renter's liability insurance for their personal property.

**37. BUSINESS ENTERPRISES.** Business enterprises and solicitation in UH areas are prohibited.

**38. RESIDING OFF POST.**

a. Requests to reside off post will be processed through the Garrison Housing office. Generally, **the occupancy overall utilization rate must be 95% or greater for the installation.** The USAG Okinawa Commander is the authority for approval to move off-post. Upon approval the housing office will issue requestor a CNA memorandum. Soldiers should not seek off post housing until approval is granted.

b. Soldiers serving an unaccompanied "All Others Tour" and receiving housing allowance on behalf of dependents in another location are not authorized to reside off post and will be assigned a room without regard to minimum occupancy standards.

c. DA Form 4187, Personnel Action (and supporting documents) shall be submitted through respective chain-of-command (O5 and above) for approval to the housing office.

d. Soldiers will be required to vacate UH within five days of assignment to off-post housing. Soldiers are not authorized to maintain both off-post nor UH.

**39. DISTRIBUTION.** A copy of this SOP will be maintained at the CQ desks and in common areas. Leaders should also be familiar with the policies and procedures.

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40. This SOP supersedes all previous SOPs and remains in effect until superseded or rescinded.

41. The Point of Contact for this SOP is Ms. Tracey R. Hollingsworth, Chief, UH Management Branch, DPW, USAG Okinawa, at DSN (315) 644-4446.

ZACHARY B. HOHN  
LTC, MI  
Commanding

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